

# Final Information Form – Overnight Stays

Welcome Group Leaders! The details below help us to serve you better! You want to return this form no later than two weeks prior to your arrival. Please send it via email attachment to [kim@menolan.org](mailto:kim@menolan.org) or mail it to Camp. If you have any questions, please don't hesitate to contact us, we look forward to serving you and your group! ~Camp Men-O-Lan Staff

## Step One:

Please confirm the arrival time of the *first* person for your group. Remember that our check-in time is between 4pm and 10pm, if you need a different time let us know. Please also confirm the departure time of your group. Remember that we typically require you to empty all lodging facilities and dorms by 12pm on the day of your departure so that we can fully prepare for our next guests.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

## Step Two:

Let us know if your number of participants has changed and is different from the Event Summary Form

Updated Number: \_\_\_\_\_

## Step Three:

A retreat at camp wouldn't be complete without time around the campfire. At Camp Men-O-Lan, we provide the fuel and will make sure everything is ready to go before you get here. Make sure to bring matches or something to start the fire, and just tell us below which fire place you would like to use by checking the appropriate boxes. If you would like to use a fire pit twice in one stay, your group will be responsible for starting materials for the second use and beyond.

- Landis Hall     Dining Hall BBQ     Auditorium and  
Streamsideside cabins     Pavilion     Woodside Cabins

## Step Four:

If you would like to rent our portable Audiovisual Equipment for your meeting space, please check the equipment for set-up and circle the location. Our portable AV Equipment can be set up in the Auditorium (AUD.), the Landis Hall Gym (LH.), and Wilhemina (W.). In addition, in Landis Hall we have a mounted flat screen TV in the lobby area that can play Blu-ray DVDs or be hooked up to a computer for presentations. Regardless of whether you use one piece of the equipment, or all of it, it's all covered under one flat fee.

- DVD Player     Digital Projector     Sound System w/ Mics (up to 2)     Landis Hall Lobby TV  
\_\_\_\_\_ # of Mics  
AUD. LH. W.    AUD. LH. W.    AUD. LH.

## Step Five:

There are 10 - 8ft rectangular tables available in the Auditorium, 12 - 5 ft round tables and 3 - 8ft rectangular tables in the Landis Hall, and 3 - 6ft tables in Wilhemina. There are chairs to go with all of the tables. If your group would like the Camp Men-O-Lan staff to set up tables and chairs for you in one of the meeting spaces that you are renting, please describe the set-up and where you would like it below. *We recommend confirming the resources you need over the phone with our Guest Services Staff.*

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The information above is accurate to the best of my knowledge. To ensure Camp Men-O-Lan's desire to serve each group with the utmost of Biblical hospitality and service, and to respect the rights of additional groups, I agree to abide by the information provided above, and to notify Camp Men-O-Lan immediately should such information change. I understand that Camp Men-O-Lan will charge the number indicated on this form as the minimum number of people and facilities for your event. Any additional attendees or facilities/equipment used will be charge accordingly. I understand that I am responsible for making final payment two weeks prior to our arrival.

I have read, understand, and agree to comply with the Camp Men-O-Lan Cancellation Policy listed in the original contract provided by Camp Men-O-Lan.

Name (printed) \_\_\_\_\_

Group Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_